

Minimum Qualification Specifications
for the Classes:

ACCOUNTING SYSTEM MANAGER
ACCOUNTING SYSTEM ADMINISTRATOR
(ACCOUNTING SYSTEM ADMR)

Basic Education Requirement

Bachelor's degree from an accredited four (4) year college or university with at least twelve (12) semester credit hours in accounting and/or auditing subjects.

Experience Requirement

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Accounting Experience (years)	Supervisory or Specialist Experience (years)	Administrative Experience (years)	Total Experience (years)
Accounting System Manager	3-1/2	2	*	5-1/2
Accounting System Admr	3-1/2	2	2	7-1/2

Accounting Experience: Progressively responsible professional accounting or auditing experience which may have included teaching accounting at the university level.

Supervisory or Specialist Experience: Applicants must have had either supervisory or specialist experience of the type and quality described below:

- A. Supervisory Experience: Professional accounting or auditing experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees
- B. Specialist Experience: Work experience in a specialized area of accounting (such as systems design, adaptation, installation, evaluation and/or revision or fund control) or in auditing which involved performing work regularly encompassing

difficult and complex situations and problems comparable in scope and complexity to the classes Accountant V and Auditor V in the State service. Such work experience generally involves responsibility for conducting studies and making recommendations to management for the development or revision of standards, policies, or procedures; providing technical advice and direction to management and/or line departments; conducting research for the purpose of implementing or improving accounting/auditing system(s); and/or developing guides to be used by management and/or line departments in the performance of accounting/auditing work.

Of the two (2) years of supervisory or Specialist Experience required above, one (1) year must have involved the supervision of professional accounting or auditing personnel.

*Administrative Aptitude: Applicants for the Manager level must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Administrative Experience: Professional accounting or auditing experience which included program management involving major policy formulation and implementation and program planning, budgeting and implementation.

Non-Qualifying Experience

Experience in such positions as the following will not be accepted as qualifying professional experience: 1) bookkeeper or minor accounting or clerical positions; 2) accounting or bookkeeping machine operators; 3) such positions as those of office managers or owners of business who supervise accountants, auditors, or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; and 4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles.

Substitutions Allowed

Substitution of Experience for Education: The following types of experience may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree which included twelve (12) semester credit hours in accounting/auditing subjects.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

- (A) Professional, analytical, or administrative experience which did not require the knowledge and application of accounting and/or auditing principles and practices, may be substituted for the Education Requirement on a year-for-year basis, providing the applicant can show that he/she has successfully completed at least twelve (12) semester credit hours in accounting and/or auditing subjects from an accredited college or university.
- (B) Professional accounting or auditing experience.
- (C) Responsible experience which involved maintaining general journals and general ledger accounts and related books and accounts, and preparing balance sheets and profit and loss statements and related accounting and financial reports. Experience of this nature may be gained by employees performing duties as principal bookkeeper, Account Clerk III, or other responsible specialized classes requiring the preparation and/or analysis of financial statements and accounting reports.
- (D) Any combination of B and C above.

Substitution of Education for Experience:

- 1. A bachelor's degree from an accredited college or university with a minimum of twenty-four (24) semester hour credits in accounting subjects may be substituted for one-half (1/2) year of the required Accounting Experience.
- 2. A master's degree in accounting from an accredited college or university may be substituted for two (2) years of the required Accounting Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes ACCOUNTING SYSTEM MANAGER and ACCOUNTING SYSTEM ADMINISTRATOR, (ACCOUNTING SYSTEM ADMR), approved on March 15, 1990.

DATE APPROVED: 2/10/16


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development